

**CONFIDENTIAL**

**FILED:** *Q & M-1*

**RETURN TO**

**RECORDS MANAGEMENT DIVISION**

Chief, Regulations Control Staff

4 FEB 1955

Chief, Records Management Division

Proposed  Notice Regarding Standardization of Filing Supplies

1. The attached proposed notice combines the contents of Notice  issued 12 October 1953 and Notice  which is now being coordinated. These notices were prepared in order to achieve economies in the procurement and stocking of folders, to reduce the number of types of such folders, and to establish standards for their utilization.

2. This notice is necessary in order that  may requisition and use standard items of supply whenever possible, and eliminate the need for Logistics Office to process individual purchase orders for non-standard items. It does not, however, preclude the procurement and use of such non-standard items  when conditions warrant them.

Attachment  
Proposed  Notice Regarding  
Standardization of Filing Supplies

MS/RMD/RSB/DLM:ew

*Handwritten signature and date: 2/3/55*

*Forwarded to RCS without  
Preliminary Coordination  
for discussion with*

*TLS  
ew*

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